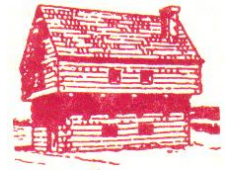


TOWN OF STILLWATER



ESTABLISHED 1788 – SITE OF THE TURNING POINT OF THE AMERICAN REVOLUTION

BOX 700, STILLWATER, NY 12170 (518) 664-6148, FAX (518) 664-9537
BUILDING, PLANNING & DEVELOPMENT DEPARTMENT

APPLICATION FOR PRELIMINARY SUBDIVISION REVIEW (MINOR 4 LOTS OR LESS)

Applicant: _____
Address of Site: _____

For Official Use Only
Date Application Received: _____
Application No. _____

Instructions:

The following application must be completed by the Applicant and filed with the Code Enforcement Officer. To be considered at a Planning Board meeting, the application must be submitted and deemed complete 21 days in advance of the meeting in order to be placed on an agenda. The Planning Board meets based upon a posted schedule

Include the following in your application package:

Please submit one (1) original and eleven (11) copies of the following application package Failure to do so will result in an incomplete application and delays in the Town's processing of the application.

- This application form.**
- Application Fee.** Each application should be accompanied by a fee as determined on the fee schedule adopted annually by the Town Board. For minor subdivisions, the fee is \$100 per lot.
- Subdivision Plat** in accordance with the *Subdivision Plan Checklist* (see Part II below)
- Short or Full Environmental Assessment Form** pursuant to the N.Y.S. State Environmental Quality Review Act (SEQRA). Whether a short or long form is required is dependent upon whether the application is classified as "Type 1" or "Unlisted". These forms are available from the Code Enforcement Officer or on the Town's web-site.
- Agricultural Data Statement and Control Form** if the property is located on a farm or within 500 feet of a farm in an agricultural district. This form is available from the Code Enforcement Officer or on the Town's web-site.

The following additional items may be necessary following your initial submission:

- Public Notice Mailing Fee(s).** The need for a public hearing is determined by the Planning Board. The cost is based on the number of parcels within 500-foot of project site parcel boundaries. This fee must be paid to the Town prior to the scheduled public hearing and is not part of any applicant funded escrow accounts.
- Engineering / Legal escrow fee(s).**
- Additional copies of initial submission listed above for SEQRA Coordination:** If the Planning Board deems the application as a Type I or Unlisted Action under SEQRA, the applicant must provide the required number of additional copies for submission of appropriate information to interested and involved agencies. Failure to do so in a timely manner may delay processing of the application. The Town may provide additional copies on the applicant's behalf; however, the Town does so assuming no responsibility for completeness of this information. Furthermore, the Town will hold the applicant responsible for any associated costs for making additional copies.

Part I - General Information:

ADDRESS OF SITE _____
Number Street Name of Subdivision (if applicable)

TAX ID _____ EXIST'G ZONING DIST RR•LDR•RM•RRD•B1•B2•BP•ID•PDD•MU•R67
Section Block Lot Circle Applicable District(s)

CURRENT USE _____ PROPOSED USE _____

TOTAL ACREAGE OF PROJECT/PARCEL _____ TOTAL NO. OF LOTS _____

PHASED DEVELOPMENT YES / NO IF YES, HOW MANY PHASES _____
Circle One

METHOD OF SEWAGE DISPOSAL: ON-SITE SEPTIC / MUNICIPAL / PRIVATE SEWER CORP / NA
Circle One
FOR PUBLIC OR PRIVATE SEWERS, NAME OF SERVICE PROVIDER _____

METHOD OF POTABLE WATER: ON-SITE WELL / MUNICIPAL / PRIVATE WATER CORP / NA
Circle One
FOR PUBLIC OR PRIVATE SEWERS, NAME OF SERVICE PROVIDER _____

PROPOSED PROJECT

APPLICANT INFORMATION:

Address _____
Number Street City State Zip Code

Phone # _____ Fax # _____ Email _____

AGENT FOR THE APPLICANT INFORMATION (IF NOT APPLICABLE):

Address _____
Number Street City State Zip Code

Phone # _____ Fax # _____ Email _____

PROPERTY OWNER INFORMATION (IF NOT APPLICANT):

Address _____
Number Street City State Zip Code

Phone # _____ Fax # _____ Email _____

DESIGN PROFESSIONAL INFORMATION:

Check One: Engineer Surveyor Architect Landscape Architect

Address _____
Number Street City State Zip Code

Phone # _____ Fax # _____ Email _____

Part II – Subdivision Check List:

Instructions:

Please prepare a subdivision plat consistent with Town Zoning with the plat depicting all items specified in Section 5.3 of Town Subdivision Regulations as well as items outlined in the Town Subdivision Design Standards. Copies of these standards are available for purchase from the Town Clerk.

The Board may, at its discretion, waive any of the requirements outlined in Subdivision Regulations or the Design Standards or require the submission of additional information. If the applicant desires to have certain application requirements waived, this shall be so noted with the application.

As part of the initial preliminary plat, the following minimum information shall be noted:

Provisions for Sewer/Water

- o If on-site septic: Test pit and percolation tests must be shown on the plat at the location of the proposed septic system
- o If individual wells: Proposed location of well must be noted and shall be positioned relative to existing and proposed septic systems, either on the proposed lot or on adjacent lots.
- o If public sewers and/or water: The plat must note the proposed serving agency.

Standard Subdivision Notes:

The following notes are the minimum requirement on plats for minor subdivisions. Additional notes may be necessary as defined in Town Subdivision Design Standards, Section 1.12 or as requested by the Planning Board.

1. This property may border a farm, as defined in the Town of Stillwater Local Law #1 of the year 1997. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise and vibration.
2. Developed area contains _____± acres and lies within the Town of Stillwater _____ zoning district.

Min lot size: _____ sf
Min lot width @ bldg line: _____ ft
Setbacks:
Front: _____ ft
Side: _____ ft
Rear: _____ ft

3. Parcel is identified as tax parcel SBL# _____ Town of Stillwater, Saratoga County, New York
4. The subdivision is divided into _____ building lots.
5. The average lot size is _____ sq ft
6. Prior to any work in any Town right of way, a Highway Work Permit from the Town Highway Department must be completed and approved by the Superintendent of Highways.
7. Unless otherwise noted all easements shown shall be granted to the Town of Stillwater. All proposed highway rights of way (R.O.W.) are to be conveyed to the Town of Stillwater. Unless otherwise noted all proposed R.O.W. are to be 50 feet in width.
8. The subdivision lies in the Arvin Hart fire district.
9. The subdivision lies in the _____ School District.
10. No embankment slope shall exceed 3 horizontal to 1 vertical.
11. No slope from boundary of adjacent property shall exceed 3 horizontal to 1 vertical.
12. No sump pump, cellar or footing drains shall be connected to any sanitary sewer. They must discharge into an approved drainage system.
13. Location of all existing utilities to be verified at time of construction.
14. The applicant shall be responsible for keeping existing public highways and adjacent lands free of debris, soil, and other matter, which may accumulate due to construction related to the subject site.

